



## NHFIRST Time Management User Instructions

**As of December 20, 2011**

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## Time Management Overview

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This chapter provides an overview of the NHFIRST Lawson Time Management application, which is part of the Lawson Human Capital Management suite of products. This chapter also describes the Lawson standard interfaces, as well as, the State of New Hampshire specific Government Human Resources System (GHRIS) interfaces. Additional covered topics include system access procedures, browser settings and navigation tips.

This section summarizes the Time Management features.

"What Is Lawson Time Management?"

"The Time Management Regions"

"How This Application Interfaces with Other Lawson Applications"

## What Is Lawson Time Management?

The Lawson Time Management application lets you enter, approve, and track employee and consultant time. Employees and consultants can be defined in the Time Management application or they can be interfaced from the Lawson Human Resources application. System administrators can use the Policy Editor to define and enforce the organization's time entry policies. Timecards can be interfaced to the Lawson Human Resources and Payroll application as well as to Lawson Project Accounting. Depending on your configuration, Lawson Time Management can also track accrued leave balances from Time Accrual (Lawson Human Resources 8.0.3) or from Lawson Absence Management (Lawson Human Resources 8.1.0 or 9.0.x ).

Lawson Time Management consists of the following components:

- Lawson Time Management
- Smart Notification Solutions for Services Management (future feature)
- Time and Expense Data Mart (SA Analytics) (future feature)
- Oracle or SQL Server database
- Report Server

If your Services Automation application runs on Lawson Foundation Technology 8.1 or Lawson Core Technology 9.0.x, ProcessFlow Standard is included in the installation deliverables.

The application, database, and Report Server can be installed on the same machine or on different machines. The application component and the Report Server require ODBC access to the database.

The following optional component is available:

- Report Implementation Utility

### **Report Server (not implemented)**

Batch reports are defined using Crystal Reports®. To schedule and run the reports, the application uses the Lawson Report Server, which uses Crystal runtime 11 software (delivered with the Lawson Report Server) to generate report output. The Report Server is used to schedule batch runs for the requested reports. You can view your requested report after the Report Server has run it, until the expiration date you specify.

The Report Server is also used to purge outdated report output from the database and from disk storage.

The Report Server has a graphical user interface (GUI) used to define all of the settings as well as to run unscheduled operations. In addition, it has a background service that processes scheduled requests. The background service is referred to as the Report Server Service. It may be started using Windows service tools.

The report requests that are processed by the Report Server are initiated in the Services Automation application by anyone who has access to the Reports Library. Services Automation system administrators and users with the requisite security can enter all of the components required to produce reports or to allow people to see the output generated by the Report Server.

### **Report Implementation Utility (not implemented)**

The Report Implementation Utility is used to create Report Filters that appear in the Request area of the Services Automation Reports Library, in ordinary language, rather than in the terminology of the database schema. Services Automation users encounter these filters when they request a Crystal report. Filters are created by the designer of the Crystal reports.

### **ProcessFlow (not implemented)**

ProcessFlow is a process automation utility that allows users to graphically define a process (activities that need to be executed in a particular sequence). In ProcessFlow, a process that moves work from defined activity to defined activity is called a flow. A flow transfers information and/or work from one user to the next until the work is completed. A flow can also perform work that does not involve users, such as take information from one Lawson form and add/change the same information on another Lawson form automatically. If ProcessFlow is used for routing, the routing functionality delivered with Services Automation is disabled.

ProcessFlow is available only if you are installed on Lawson Foundation Technology 8.1 or Lawson Core Technology 9.0.x.

### **Time and Expense Data Mart (SA Analytics) (not implemented)**

Lawson Time Management provides a data mart (also called cube), called Time and Expense Data Mart. The data mart enables real-time reporting on information stored in the Time Management database using an interface to an OLAP multidimensional Hyperion Essbase database or Microsoft OLAP database. The data mart consists of a number of dimensions, which are predefined sets of criteria used to analyze and present data. Data can be viewed and manipulated using Scorecard, Excel, or another Essbase-compatible reporting tool. Lawson CubeBuilder is the tool that mines the Time Management database and populates the data mart fields in your OLAP database. The Time and Expense Data Mart is delivered as part of the SA Analytics installation. SA Analytics requires a separate installation.

# The Time Management Regions

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The Time Management application comprises the following regions:

## **Time**

This region is used to manage employee time records. Resources can:

- Enter and submit time cards for themselves and for the resources they are proxies for
- Approve timecards and timecard detail lines for resources for which they are approval proxies.
- Designate proxies to submit time cards on their behalf.
- Submit personal or proxy time card adjustments for time cards that have been rejected.
- Self-assign to administrative tasks and project tasks that permit self-assignments.
- (Integrated Lawson Human Resources 8.0.3 with Time Accrual only ) View applicable time accrual balances.
- (Integrated Lawson Human Resources 8.1.0 or 9.0.x with Absence Management only) View absence balances and request absences.

Resource managers (or resources given that responsibility on the approval routing list) can perform all the above actions. In addition, they can:

- Approve or reject timecards and timecard lines, proxy timecards and timecard lines
- Approve or reject absence requests (Integrated Lawson Human Resources 8.1.0 or 9.0.x with Absence Management only).
- Designate proxies to approve time records on their behalf.

## **Reports**

This region is typically restricted to executives. In this region, executives can perform the following tasks:

- Request predefined batch reports to be run for specific parameters
- View predefined batch reports
- Store the generated batch reports until their expiration dates

## **Admin Regions**

These regions are restricted to the system administrator. System administrator tasks are described in the Time Management Administration Guide.

## How This Application Interfaces with Other Lawson Applications

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Time Management can interface with other Lawson applications (versions 8.0.3 and higher).

You can interface the following Lawson applications with this application:

- Project Accounting (including Billing and Revenue Management),
- Human Resources
- Payroll
- Time Accrual (available with Human Resources 8.0.3 only)
- Absence Management (with Human Resources 8.1.0 or 9.0.0 only)
- General Ledger.

Data flows back and forth between your application and the applicable Lawson applications.

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**IMPORTANT** If you interface Time Management with any other Lawson application, all basic setup data for the application must be defined and maintained in that application. Time Management users are not allowed to change setup data that originated in another Lawson application.

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Data is sent from Lawson applications to your application by database triggers or batch programs. Data updated in the Lawson applications is also updated in your application by database triggers or batch programs.

For more information about how the Time Management application interfaces with other Lawson applications, see the *Time Management Administration Guide*, and the *Services Automation, Expense Management, and Time Management Interface Guide*.

When used, Lawson applications send the following information to your application.

- From Human Resources: HR companies, employees, pay codes, job codes, locations, positions, steps and grades, employee absence balances.
- From General Ledger: GL companies, currency setup data, general ledger codes, cost centers.
- From Project Accounting: Activity groups, account categories, account category groups, and activity attributes.

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**NOTE** Depending on your setup, activities and assignments can be defined either in Project Accounting or in Services Automation.

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- From Accounts Payable: Vendors and employee expense checks.

Time Management sends the following information to other Lawson applications, if used:

- To Payroll: Timecard and timecard adjustment data.
- To Payroll: Expense data if processed through Payroll.



- To Project Accounting: activity-related costs.
- To Accounts Receivable: Billable costs.

## How This Application Interfaces with GHRS

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Time Management will be interface with the State of New Hampshire existing Human Resources and Payroll system, GHRS.

### Importing from GHRS to Lawson Time Management

The Lawson to GHRS interfaces are batch files that will be run nightly and consist of the following data elements.

- Resource Records – details and attributes of employees
- Pay & Leave Events – Pay & Leave event codes and their descriptions
- Leave Balances – employee accrued leave balance for all applicable plans
- Leave Plans – all the available leave plans that the State of New Hampshire leverages on the Application for Leave Request.

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**NOTE:** These GHRS Leave balances are updated and accrued monthly. The GHRS accrual is performed by executing two separate program runs during each month. The first run updates balances for employees with accrual dates from the 1 – 15 day of a given month and the second run are for employees with accrual dates from 16 – 31 day.

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- Departments – departments in Lawson are equivalent to Divisions and Bureaus in GHRS
- Process Levels – process levels in Lawson are equivalent to Department & Agencies in GHRS
- Cost Centers – cost centers in Lawson are equivalent to Org Number in GHRS
- Positions – positions numbers map to the Lawson corresponding position number 1:1
- Job Codes – job codes will map to the Lawson corresponding job code number 1:1

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**IMPORTANT** All basic setup data for the GHRS application must be defined and maintained in that application. Time Management users are not allowed to change setup data that originated in GHRS. Note below that supervisors/managers must be maintained in GHRS in order to deliver timecards to the correct approving manager.

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An additional and important modification to the resource interface from GHRS to Lawson Time Management is the *Reports to Position ID*. In an effort to facilitate the approval of time in Lawson Time Management a resource must have a supervisor/manager approving their submitted time records. In the existing GHRS system the *PUD2* screen determines the Position ID a selected employee record reports to.

Therefore, the GHRS Resource interface prior to exporting the file nightly to Lawson Time Management will need to cross reference the Position ID to a named resource ID and send that Resource ID to Lawson Time Management.

### **Exporting from Lawson Time Management to GHRS**

The Lawson to GHRS interfaces are batch files that will be run Tuesday prior to the Friday one week before payroll check date for the by-weekly pay period. The interface will transfer only APPROVED time records to GHRS.

The selection criteria for the extract will consist of Agency and Pay Period Set. This will allow different interface timings to handle the Garcia rules for sworn personnel.

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**IMPORTANT** All saved, submitted and rejected time records will not be transferred for that corresponding pay period.

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There will be two primary files that the interface will generate:

- Leave Usage & Earned Transactions – employee approved hours and/or minutes of leave usage or comp earned will be processed into the GHRS in the released status.
- Pay Event Transactions – employee approved hours and/or minutes for both positive and exception employees by pay event will be processed into GHRS in the released status.

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**IMPORTANT** When the interface transfers the approved Leave and pay code hours from Lawson Time Management to GHRS they will be transferred into GHRS as approved records. Adjustments to these records can only be completed in GHRS.

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### **Exporting from Lawson Time Management to GHRS with overrides to Cost Center**

By design any approved time records that have a value populated in the cost center field will error when the interface is executed. The value populated in the Cost Center may have been entered by an employee or their manager. In both cases the intent of the user is to charge the entered hours to another cost center (org). The standard interface to bring data into GHRS has a limitation when attempting to override a cost center.

In GHRS when overriding a cost center (org) the full accounting string is needed for

the record to be importing into a release status without errors. The full accounting string consists of the *Fund, Agency, Org, Obj and Class*. Asking all employees to have a working knowledge of the State of New Hampshire accounting string when they need to override a cost center is not scalable to a statewide rollout.

Therefore when the interface transfers approved time records into GHRS that have cost centers populated with that record they will not be in a release state but in a suspended state. Payroll Administrators who currently correct and release suspended time records in GHRS will need to enter into GHRS the full accounting string.

## How to Access NH FIRST Lawson Time Management?

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NH FIRST Lawson Time Management is a web-based application and available to anyone giving a state issued User ID and Password and access to the internet.

To access Lawson Time Management you must first make some changes to your browser.

### Browser System Requirements

Internet Explorer (IE) v6, v7 and v8


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**IMPORTANT** Google Chrome and Mozilla Firefox are not supported browsers and therefore if use, these browsers may perform inconsistently.

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**Click on the following URL(Internet Link) to access the Lawson Time Management Application**

<https://sson.nh.gov/>



State of New Hampshire  
**DoIT**  
DEPARTMENT OF  
INFORMATION TECHNOLOGY

Select your Domain:  
NHFIRST

Select your Application:  
NHFIRST Portal - Production

[Change Your Password](#)

[Continue](#) [Logout](#)

Figure 1

Please select the following:

Select your Domain: *NHFIRST*

Select your Application: *NHFIRST Portal – Production*

Click on the **Continue** button

Please enter your assigned User ID and Password:



The image shows the login page for the State of New Hampshire's NHFIRST system. At the top, it says "an official NEW HAMPSHIRE government website" and features the state seal and the text "State of New Hampshire". A "PROTECTED BY SecureAuth" logo is also present. The main heading is "Please enter the password associated with your User ID." Below this, there are four steps listed on the left: 1. Enter your User ID, 2. Select your registration method, 3. Enter your registration code, and 4. Enter your password. The first step is active, and the User ID field contains "lou.a.periera@nhfirst.int". The Password field is empty. A "Submit" button is located below the password field. The footer contains "NH.gov | Privacy Policy | Accessibility Policy | Restart" and "copyright 2011. State of New Hampshire SA-17".

an official **NEW HAMPSHIRE** government website

**State of New Hampshire**

PROTECTED BY **SecureAuth**

Please enter the password associated with your User ID.

1. Enter your User ID. User ID:

2. Select your registration method. Password:

3. Enter your registration code.

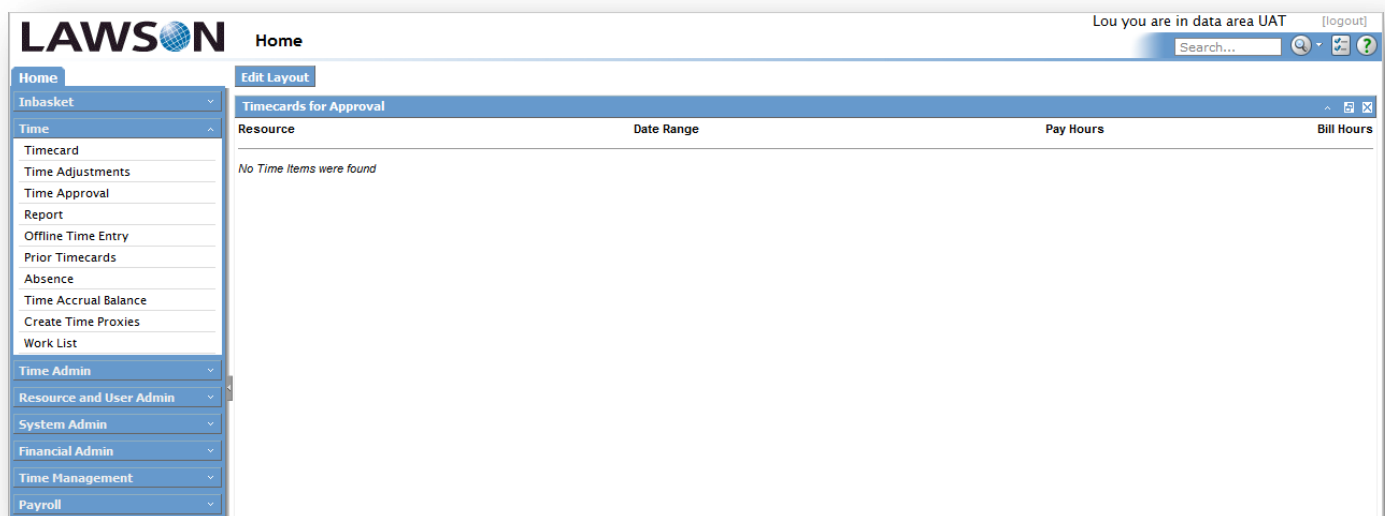
4. Enter your password.

NH.gov | Privacy Policy | Accessibility Policy | Restart copyright 2011. State of New Hampshire SA-17

Figure 2

Click on the **Submit** button

**NOTE** If you are having problems with your User ID and/or Password please contact FDN Security and submit a help ticket.



The image shows the Lawson Time Management User Interface. The top bar includes the "LAWSON" logo, a "Home" button, and a search bar. The left sidebar contains a menu with options: Home, Inbasket, Time, Timecard, Time Adjustments, Time Approval, Report, Offline Time Entry, Prior Timecards, Absence, Time Accrual Balance, Create Time Proxies, Work List, Time Admin, Resource and User Admin, System Admin, Financial Admin, Time Management, and Payroll. The main content area is titled "Timecards for Approval" and shows a table with columns: Resource, Date Range, Pay Hours, and Bill Hours. The table is currently empty, displaying the message "No Time Items were found".

**LAWSON** Home Lou you are in data area UAT [logout]

Search...

**Timecards for Approval**

Resource	Date Range	Pay Hours	Bill Hours
No Time Items were found			

Sample Screen

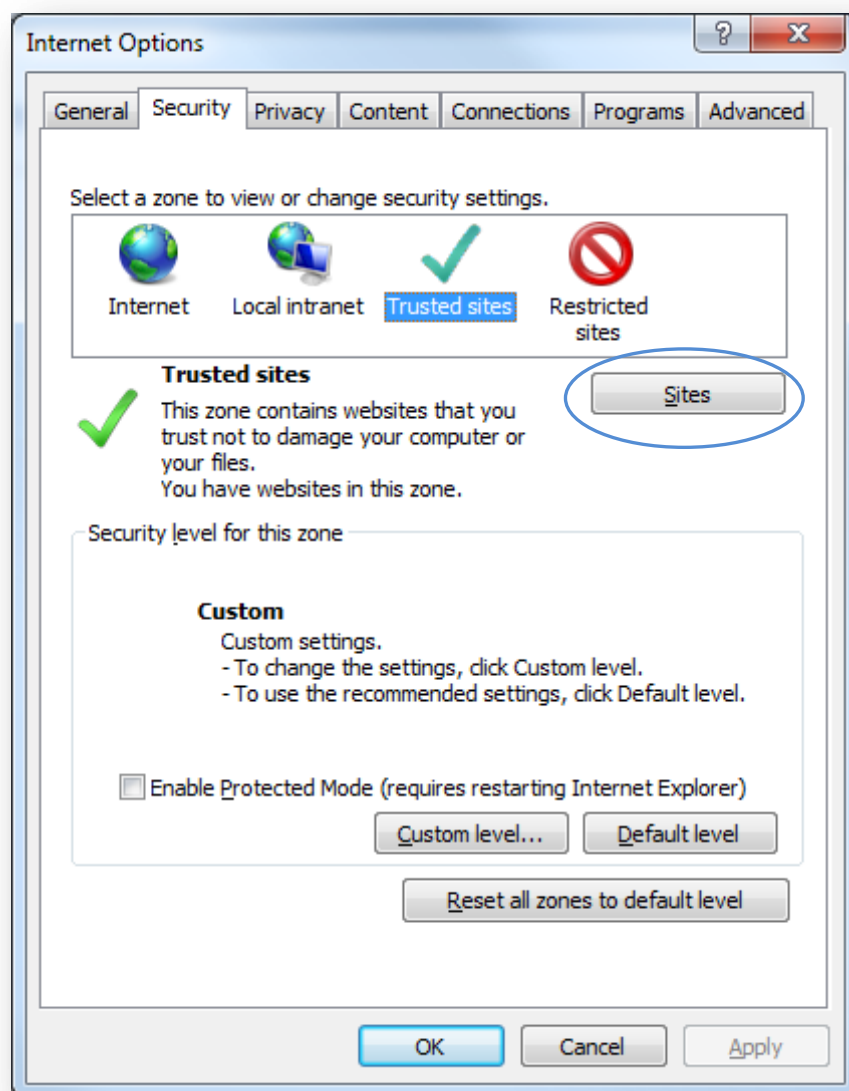
Figure 3

## How to change your Internet Browser Settings

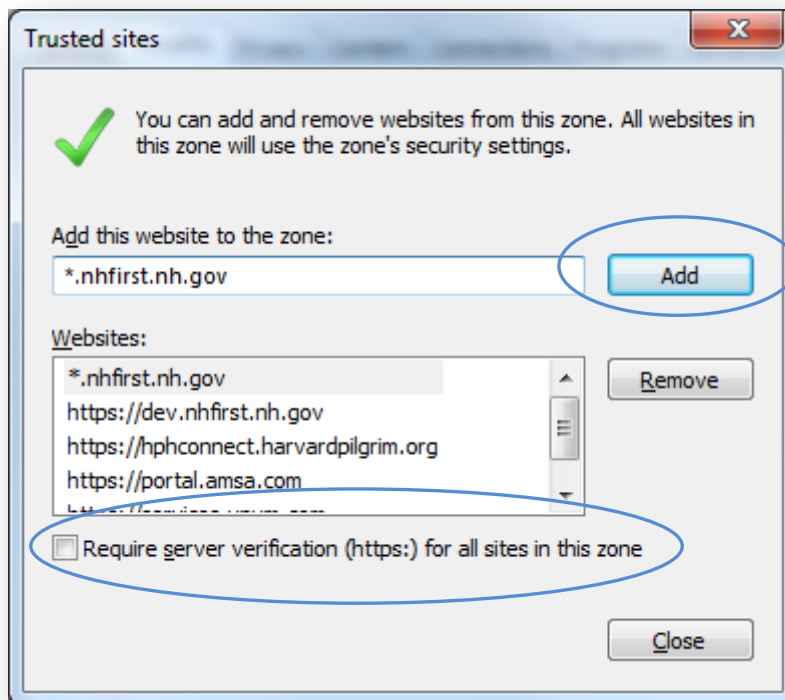
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### To add \*.nhfirst.nh.gov and \*.nh.gov to Trusted Sites

1. In Internet Explorer, click the **Tools** icon or link, and then click **Internet Options**.



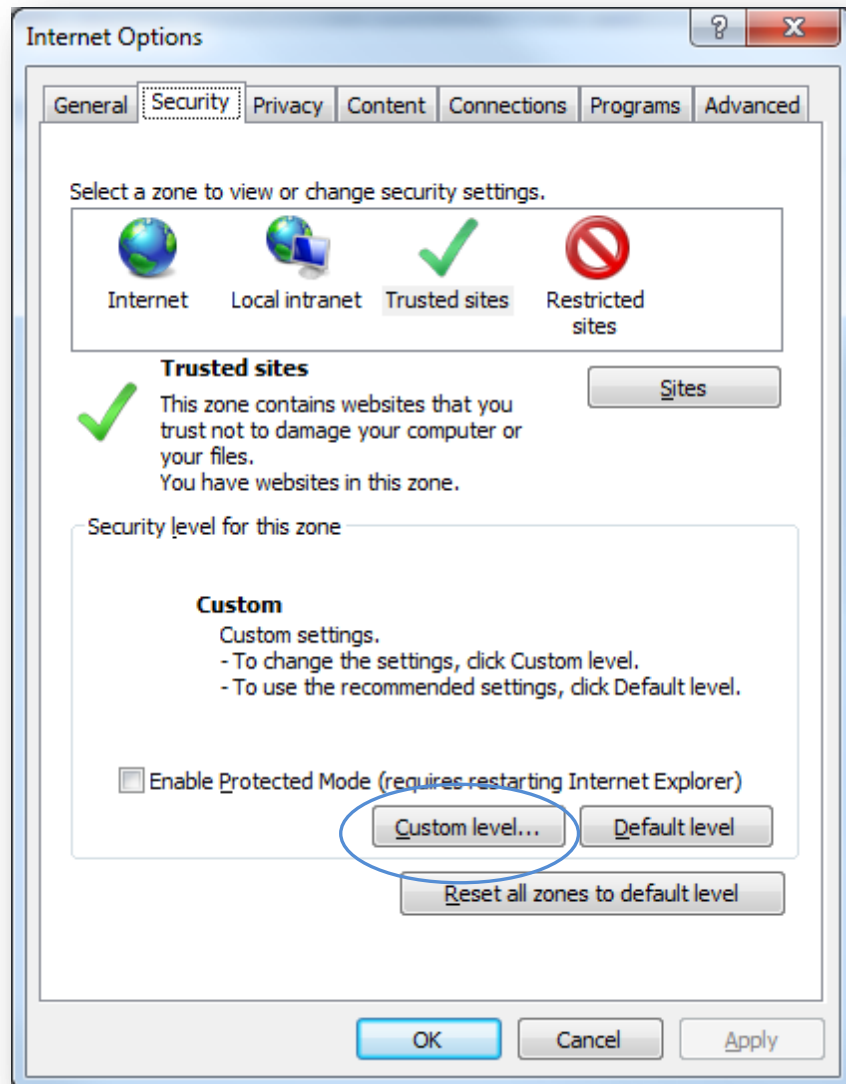
- a. Click the **Security** tab, and then, in the **Trusted sites** section, click **Sites**



- i. Enter *\*.nhfirst.nh.gov*
- ii. Please make sure the checkbox is NOT checked in the Require server verification (https:) for all sites in this zone
- iii. Click on the **Add** button
- iv. Enter *\*.nh.gov*
- v. Click on the **Add** button
- vi. Click on the **Close** button to close the Trusted sites dialog box

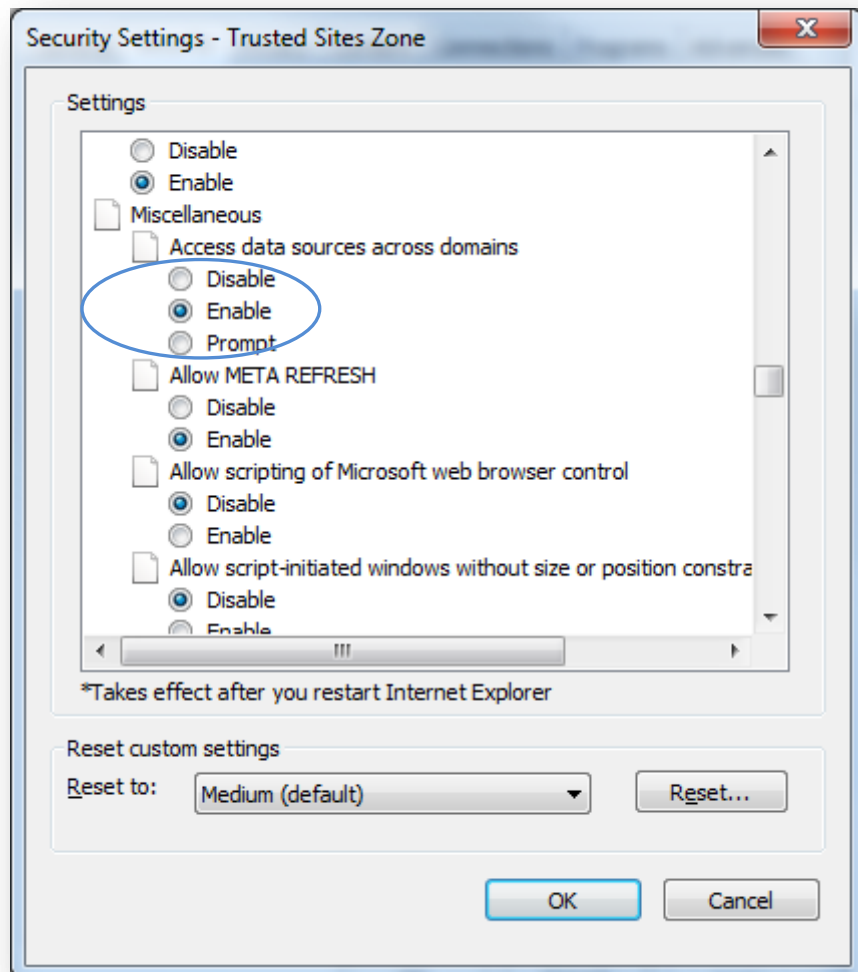
## To add access across domains

1. In Internet Explorer, click the **Tools** icon or link, and then click **Internet Options**.
2. Click the **Security** tab, and then, in the **Custom level...** button

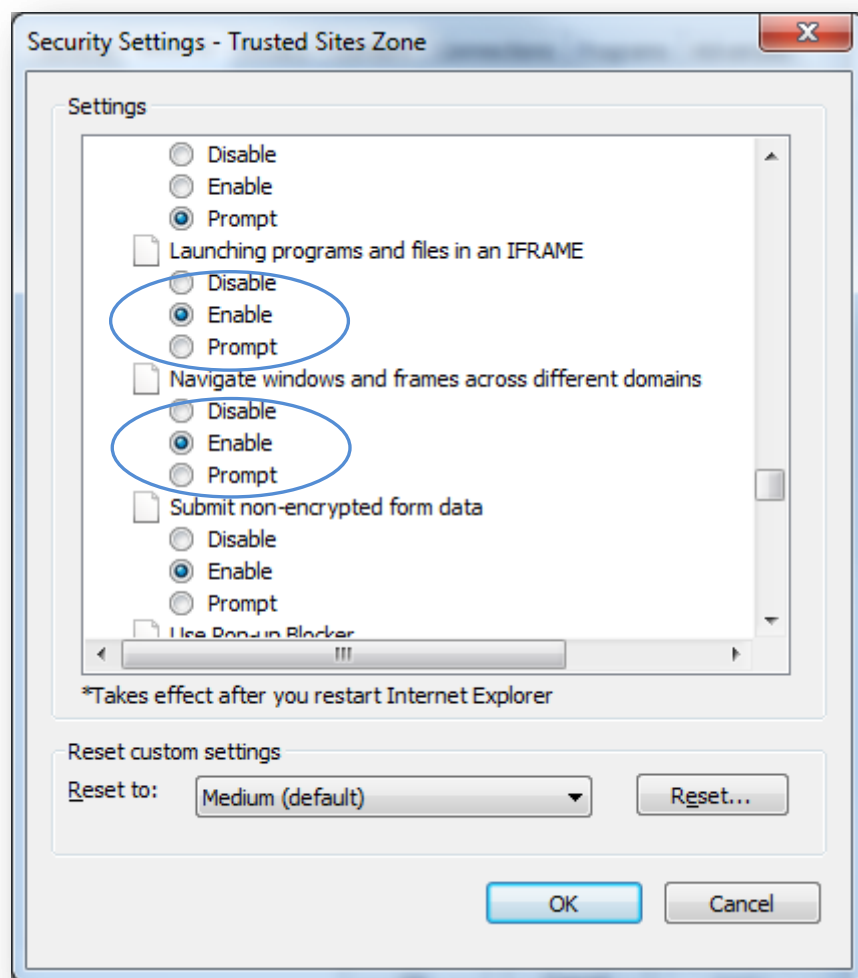




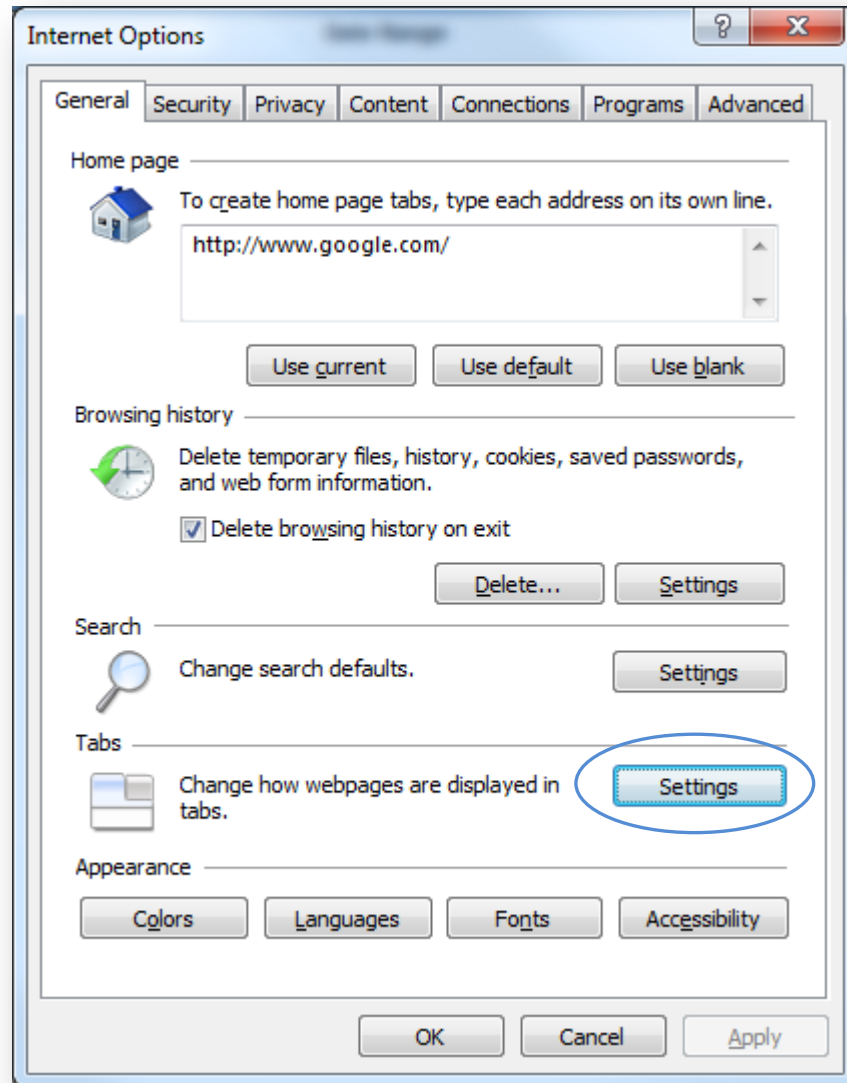
1. Locate the **Miscellaneous** category and *Access data sources across domains*
2. Click on the **Enable** option



3. Locate the **Miscellaneous** category and **Launching programs and files in an IFRAME**
4. Click on the **Enable** option
5. Locate the **Miscellaneous** category and **Navigate windows and frames across different domains**
6. Click on the **Enable** option
7. Click the **OK** twice



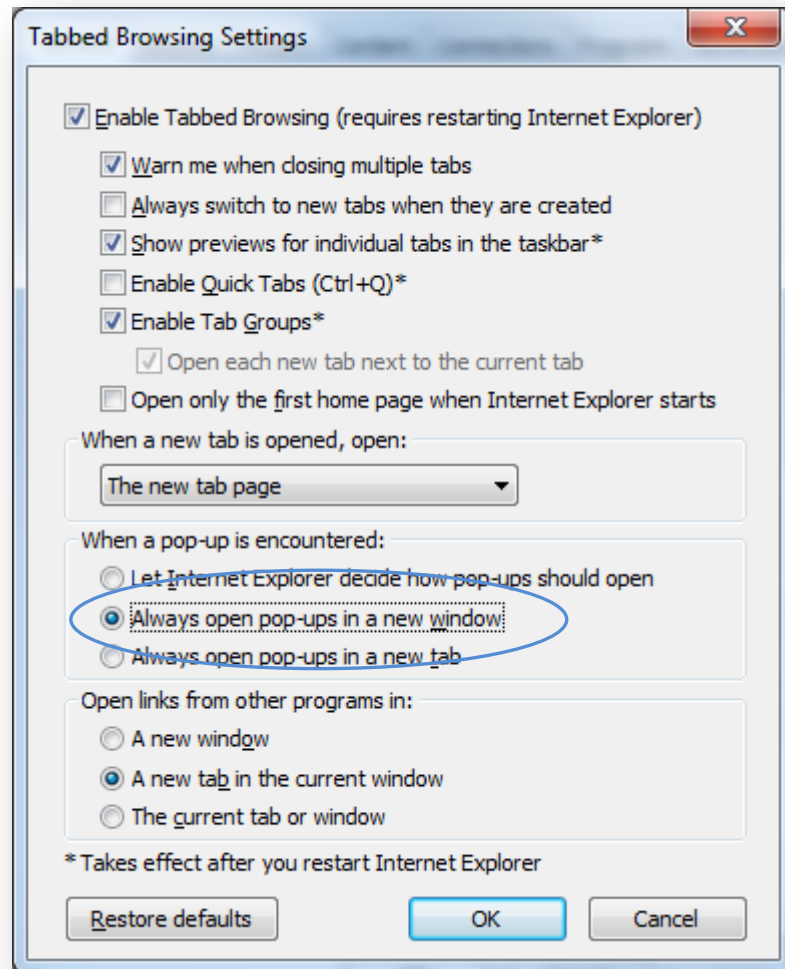
## To alter Tabs settings



On the Tabbed browser setting. Either uncheck tabbed browsing or set the setting for when a pop-up is encountered to “Always open pop-ups in a new window”

To change how pop-ups are displayed

1. In Internet Explorer, click the **Tools** button, and then click **Internet Options**.
2. Click the **General** tab, and then, in the **Tabs** section, click **Settings**.
3. Make the selection “Always open pop-ups in a new window” in the **When a pop-up is encountered** section.
4. Click **OK** twice.



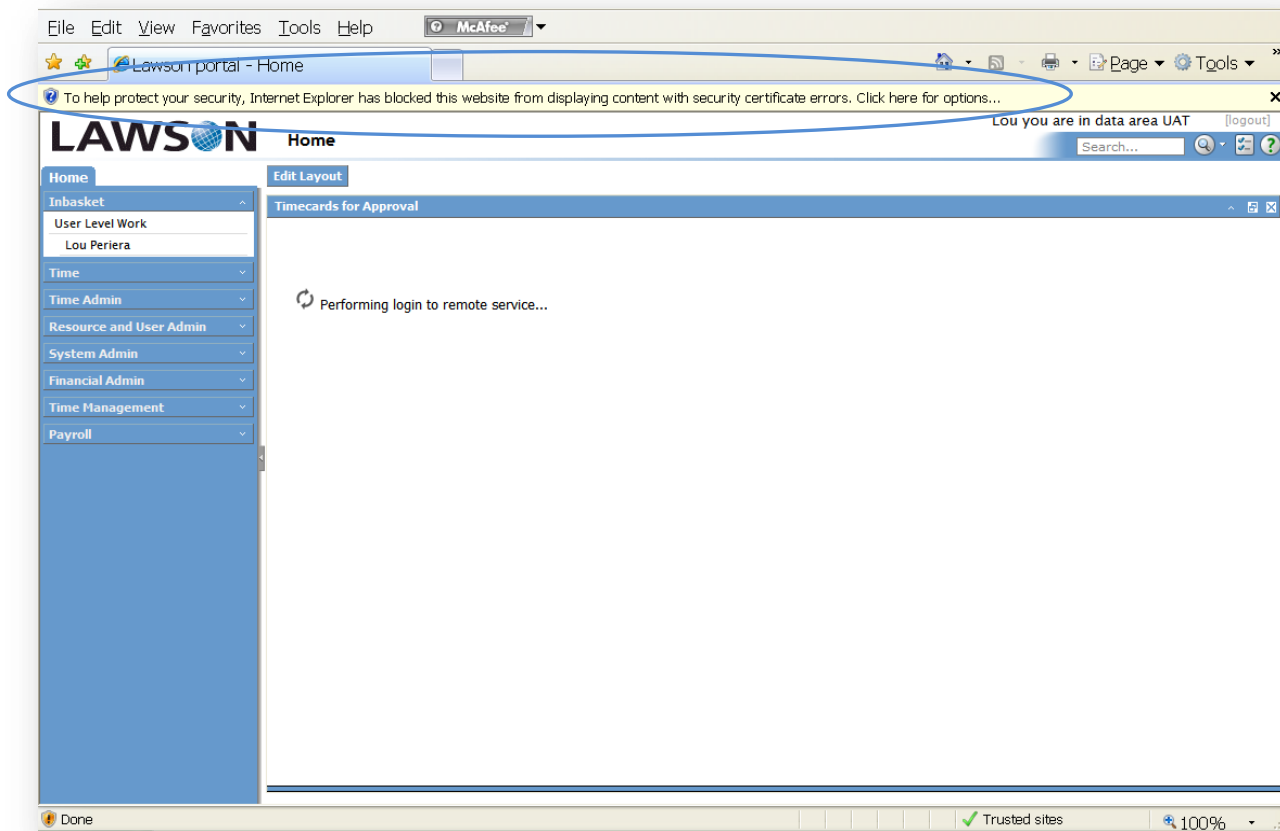
## To disable Pop-Up Blocking

When you first sign into Lawson Time Management you may encounter and yellow status bar above the Lawson logo the following message:

*“To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...”*

To change how pop-ups are displayed

1. In Internet Explorer, click on the yellow bar.
2. Click the **Display Blocked Content**



## Navigation Tips

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This section describes how to navigate the application.

## Navigating the Application

This application is a web-based application that uses standard Internet navigation conventions as well as some that are unique to the application. The following figure shows a typical application page.

**IMPORTANT** Avoid using browser navigation tools to navigate the application, as it might interrupt the security profile that you are given when you log in. If the security profile is interrupted, the system navigates back to the last page that did not require submission of new data.

The screenshot displays the Lawson Timecard application interface. At the top, the browser address bar shows the URL: <https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True>. The page title is "Timecard for LOU PEREIRA". The left sidebar contains navigation links: Home, Region, Timecard, My Timecard, Proxy Timecard, All Timecards, and Summary. The Summary section shows the Pay Period: 16-Dec-2011 to 29-Dec-2011 and Total Time: 75 hr 0 min. The main content area features a table with columns: Date, Hr In, Min In, Hr Out, Min Out, Daily Total, Pay Code, Comment, Cost Center, and Delete. The table lists daily time entries for the specified pay period, including regular pay and holiday not worked days.

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code	Comment	Cost Center	Delete
Fri 16 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Sat 17 Dec 2011	00	00	00	00	0 hr 0 min				
Sun 18 Dec 2011	00	00	00	00	0 hr 0 min				
Mon 19 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Tue 20 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Wed 21 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Thu 22 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Fri 23 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Sat 24 Dec 2011	00	00	00	00	0 hr 0 min				
Sun 25 Dec 2011	00	00	00	00	0 hr 0 min				
Mon 26 Dec 2011	08	15	12	00	7 hr 30 min	HOLIDAY NOT WORKED			
	12	30	16	15		HOLIDAY NOT WORKED			
Tue 27 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			
	12	30	16	15		REGULAR PAY			
Wed 28 Dec 2011	08	15	12	00	7 hr 30 min	REGULAR PAY			

Figure 1. A typical application page

Consider the following page elements:

**Lawson logo**

Click to return to the home page.

**Page name**

The page name always appears to the right of the Lawson logo

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**Navigation panels:****Home tab**

Click the Home tab to view all the regions and other Lawson applications and their selections. Application or region headings are collapsible.

**Region tab**

Click the Region tab to view selections specific to the page that is displayed. This tab can contain a Filter Criteria section and links to other related pages.

**Filter Criteria**

Use the Filter Criteria section on the Region tab to select filter criteria to display only the data that you want. The filter conditions take effect when you click the Filter button in this section.

**Detail tab**

Occasionally, selecting an item on the Region tab opens a Detail tab with more selections related the item.

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**Buttons**

The application provides buttons that let you access related windows and add, update, or view data in the database. The following buttons are the most common.

**Save:** Saves changes to the database. If you are on an addition page, will return you to the previous page. If you are on an update page, will remain on the same page.

**Add+:** Saves changes to the database and clears the saved data from the page so you can make more additions.

**Add:** Displays an addition window.

**List:** Saves any changed information and returns to the previous window.

**Reset:** Resets data back to the previous save.

**Next:** Scrolls to the next page of data.

**Prev:** Scrolls back to the previous page of data.

**View:** Provides a printable online view of the data.

**Details:** Provides detailed information about a record.

**Delete:** Provides a way to confirm the elimination of a record from the database.

**Move:** Removes a record from its current location and places it in a new location.

**Copy:** Copies a record from one location to another.

**Paste:** Pastes a moved or copied item to a new location.



<b>Data area:</b>	The area where the data specific to the page is displayed. The application has four basic types of page: list pages, addition pages, update pages, and delete pages. In addition, reports provide printable view pages.
<b>Go To</b>	Click Go To access your home page and the Lawson Support Center web page. If you are using this application with other Lawson applications, you can also access reports from the Go To menu.
<b>Help</b>	Click Help to access the page's online help.

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**Preferences**

If you are using this application with other Lawson applications, click Preferences to access the Lawson Portal Content and User Options menus. Use the Content link to customize your home page.

# Chapter 2

## Accessing and Personalizing the Application

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The system administrator does most of the customizing. However, as a user, you can customize your own home page. "Logging In to the Application"

- "Personalizing Your Home Page"
- "Personalizing Your Lawson Portal Home Page"
- "Changing Your Password"

## Logging In to the Application

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This application is a web-based application. To log in, you must receive a user ID and password from your system administrator or web administrator.

## Personalizing Your Home Page

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**IMPORTANT** If you are using this application with other Lawson applications (such as Human Resources or Project Accounting), you use the Lawson Portal to customize your home page, and this section does not apply to you.

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**TIP** If the value assigned to you is All Panels, the dashboard is empty by default; it is your responsibility to select all the panels that you want to display on the dashboard.

When you first log in, you view one of two pages:

- If your system administrator defined your user account with a Dashboard Entry Screen value of none, the Home page appears with a Lawson logo. You cannot personalize this page.
  - If your system administrator defined your user account with a Dashboard Entry Screen value other than none, your "Today" page appears with your name and the application name. Depending on the Dashboard Entry Screen value assigned to you, a number of panels may appear. This view is referred to as a dashboard.
- You can personalize your dashboard, by adding or removing panels or changing the look of the panels.

## What Is a Dashboard?

The dashboard is the set of panels that appears on your home page when you log in. Each panel provides real-time information about your timecard status or timecard approvals. For example, a dashboard can show the timecards awaiting your approval. The dashboard can also provide links to the detail pages for the displayed items.

Your Dashboard Entry Screen setting determines the set of panels you have access to.

Lawson provides a set of predefined dashboards. The system administrator defines which predefined dashboard appears on your home page, as well as, which default panels appear on each dashboard. The system administrator can also define dashboards and dashboard panels that are specific to your organization, and you can add or remove non-default dashboard panels from your own dashboard.

## Personalizing Your Dashboards

You can change your dashboard display as follows:

- Refresh the data on individual panels
- Collapse or expand any individual dashboard panel
- Move a panel
- Change the midpoint setting on the dashboard
- Display the left column only, the right column only, or both columns
- Add a new panel
- Change the color scheme of your panels

The following table describes how to perform these tasks.

Procedure	Steps
Refreshing a panel	Click the Refresh icon in the upper right corner of the panel you want to refresh
Collapsing or expanding a panel	Click Collapse/Expand icon of the panel that you want to expand or collapse.
Moving a panel	<ol style="list-style-type: none"> <li>1. Drag the panel that you want to move.</li> <li>2. Click the Save button to save the new layout.</li> </ol>
Changing the midpoint setting on the dashboard.	<ol style="list-style-type: none"> <li>1. Position your cursor between dashboards the two columns.</li> <li>2. When the vertical line cross-hair indicator appears, drag the line to the new position.</li> <li>3. Click the Save button to save the new layout.</li> </ol> <p><b>TIP</b> To reset the midpoint setting to its original position, select Reset Midpoint on the Region tab.</p>

Procedure	Steps
Selecting a column to display	<p data-bbox="891 307 1507 384">Selecting a column to display Select the appropriate tab on the Region tab:</p> <ul data-bbox="940 438 1474 663" style="list-style-type: none"> <li data-bbox="940 438 1474 515">• To display only the left column, select Maximize Left Column.</li> <li data-bbox="940 515 1474 591">• To display only the right column, select Maximize Right Column.</li> <li data-bbox="940 591 1474 663">• To display both columns, select Reset Midpoint.</li> </ul>
Selecting the panels that appear on your dashboard	<p data-bbox="940 773 1479 926"><b>NOTE</b> You can display a maximum of eight panels on your dashboard. You cannot remove default panels from your dashboard.</p> <ul data-bbox="891 969 1490 1646" style="list-style-type: none"> <li data-bbox="891 969 1490 1188">• To add a panel to your dashboard: <ul data-bbox="987 1013 1490 1188" style="list-style-type: none"> <li data-bbox="987 1013 1490 1078">a. Click the Personalize Your Dashboard link.</li> <li data-bbox="987 1078 1490 1188">b. On Dashboard Personalization, click the View check box for each of the panels that you want to add.</li> </ul> </li> <li data-bbox="891 1209 1490 1428">• To preview a panel, click the panel description. The panel appears in the Dashboard Preview box. <ul data-bbox="987 1319 1490 1428" style="list-style-type: none"> <li data-bbox="987 1319 1490 1428">c. Click the Save button to display the new panel or panels your “Today” page.</li> </ul> </li> <li data-bbox="891 1450 1490 1646">• To remove a panel from Your dashboard <ul data-bbox="987 1537 1490 1646" style="list-style-type: none"> <li data-bbox="987 1537 1490 1603">a. On Dashboard Personalization, deselect the panel you want to remove.</li> <li data-bbox="987 1603 1490 1646">b. Click the Save button.</li> </ul> </li> </ul>

Procedure	Steps
Changing the color scheme of a panel	<ol style="list-style-type: none"> <li>1. Click the Personalize Your Dashboard link.</li> <li>2. On Dashboard Personalization, in the Dashboard Color Schemes box, select the color scheme that you want to apply.</li> <li>3. To preview the new color scheme, click the Apply Default Color Scheme check box and click the name of the panel that you want to apply the color to.</li> <li>4. To apply the color scheme to another panel, click the name of the panel.  or To apply the new color scheme to all the dashboard panels, click the Default Scheme to All Panels button.  or To apply a different color scheme to any panel, panel, repeat steps 2 and 3.</li> <li>5. Click the Save button to display the changed panel or panels on your “Today” page.</li> </ol>

## Personalizing Your Lawson Portal Home Page

---

**IMPORTANT** If your configuration is standalone (not integrated with Lawson applications), you must use the dashboard feature to personalize your home page, and this section does not apply to you.

---

When you first log in to the portal, the application displays the home page. You can personalize what appears on your home page.

The Lawson portal lets you:

- Select the navigation links (also called bookmarks) that appear on your Home tab
- Select the content items that you want to monitor every time you log in.
- For example, you might want to display your action items, your assignments, and your reported time and expenses. Each content item you select appears as a separate panel on your home page. Each panel provides real-time information about activities or projects assigned to you or your resources, and possible links to specific activities.
- Define shortcuts to locations that you need to access (URLs, servers, documents, and soon)
- Rearrange the position of content items on your home page
- Resize, maximize, minimize, or remove content items
- Expand an item to fill the content area

**STEPS To personalize your Lawson Portal Home window**

- See Getting Started with the Lawson Portal.

## Changing Your Password

---

The system administrator defines the original user ID and password you use to login to the application. You cannot change your user ID, but you can change your password.

**IMPORTANT** The system administrator does not know your new password. But the system administrator can always reset your password. If you forget your password, the system administrator can assign you a new password. You can then change the password on Password Change.

---

**STEPS To change your password**

- Log in to the application with your current user ID and password.
- In the Time region, click Password Change.
- On Password Change, consider the following fields.

**Enter Current Password** Type the password you logged in with.

**Enter New Password** Type your new password.

**Confirm New Password** Retype your new password for confirmation.

- Click the Save button.
- Exit the application and log in again using your new password.

# Chapter 3

## Entering and Submitting Timecards

---

This chapter describes how to enter and submit a timecard or proxy timecard, and how to approve timecards or proxy timecards if you are an approver.



## Concepts in This Chapter

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The following concept provides background and conceptual information for the procedures in the procedures within this chapter.

### What Is a Timecard Display?

A timecard display represents the timecard layout as it appears to a time reporter. The system administrator defines timecard displays. A timecard display determines which fields appear to a time reporter, in what order, and which fields are required.

A timecard display is usually assigned to an employee or consultant group and defaults to the employees or consultants that belong to the group. The system administrator can also assign a different time display to specific employees or consultant within a group.

When you enter time as a proxy for another resource, the timecard layout that displays for the other resource is that corresponding to the timecard display assigned to that resource. .

The timecard display also determines the default presentation of the timecard. The system administrator can determine whether the default view of a timecard will be in detail or spreadsheet format, and whether the timecard dates that display will be daily (today's date), weekly ( the current week's dates), or pay period (all the days in the pay period). The time reporter can toggle the spreadsheet and detail views at wish and can select a different set of dates to display.

### How Does ProcessFlow Work with Time Management? (not implemented)

When your organization uses ProcessFlow, ProcessFlow assumes all the approval routing for timecards, timecard rejections, adjustments, and absence requests. The routing is completely customized. Some actions may be added. Some actions may be automated. For example, you may receive an automatic e-mail when a timecard is awaiting your approval.

A flow may have more actions than the standard time approval and rejection actions. At the minimum it should retain at least one Approval action.

---

**Note** The system does provide the default capability of having time records automatically approved when submitted, but it is not likely that an organization that decides to use ProcessFlow would not take advantage its functionality.

---

The main difference in processing approvals for timecards, timecard adjustments, or absence requests with ProcessFlow, from the user's point of view, is that the records that await your approval are accessed in the Inbox region on the Home tab, under Inbox > Time.

Your administrator decides at the organization level whether timecards can be processed at the time record level.

If you are approving timecards at the timecard level, the timecard links appear under Inbox > Time > Timecards.

- If you are approving timecards at the detail level, the time record links appear on separate lines under Inbox > Time > Time Records and get approved one at a time. However, you can also select all the time records in a timecard to approve or reject them together.

---

**NOTE** Because ProcessFlow provides unlimited flexibility to flow designers, and a flow can call another flow, you could have both timecard and time records awaiting your approval or rejection at any given time.

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- If your organization uses Absence Management, absence request links appear under Inbox > Time > Absence Requests.

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**NOTE** The Absence Requests bookmark does not appear if your organization does not use Absence Management.

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If you are a proxy for another approver, the proxy time records appear under the Inbox > Time > Proxy Time Inbox bookmarks. You must select a proxy to display the records.

If your organization uses ProcessFlow, all Time Management users are automatically set up as ProcessFlow users. You will see all the Inbox > Time bookmarks applicable to your organization, whether or not you ever receive a time record to process. The actions that you can take depend entirely on how the flow is designed. All time records appear with one or more action buttons and a magnifying glass icon that lets you view the timecard, time record, or absence request detail in view only mode.



**CAUTION** Be aware that clicking an action button performs the action. For example, if you click Approve on a timecard link, the timecard is approved and is sent to the next stage in the flow without giving you a chance to review the detail record. Before clicking any action button for any record you are asked to take action on, you would probably want to use the magnifying glass icon to review the record.

# Procedures in This Chapter

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This section includes the following procedures.

- "Entering and Submitting Timecards or Proxy Timecards"
- "Copying a Prior Timecard or Proxy Timecard"
- "Approving Timecards or Proxy Timecards"

## Entering and Submitting Timecards or Proxy Timecards

---

Use this procedure to submit a timecard for yourself or for another resource.

---

**IMPORTANT** The information that displays and that you are required to provide on your timecard or the timecard you are submitting as a proxy depends on the timecard display assigned to you or the resource you are proxy for. Your organization has total flexibility in this respect.

---

 **Need More Details?** Check out the following concepts:

- "What Is the Most Used Work List?"
- "What Are Time Proxies?"

### Entering and Submitting Your Timecard Data

Use this procedure to enter and submit your own timecard data.

#### STEPS To enter and submit your timecard data

1. In the Time region, select Timecard. Timecard appears. The status that displays can be one of the following.

<b>Open</b>	Appears when the timecard is fully available to accept modifications and new time lines.
<b>Closed</b>	Appears when the timecard has been submitted using the Submit and Close option. No new lines can be added but existing lines that have been rejected can be modified.
<b>Locked</b>	Appears after the predefined "locked after days" time period has elapsed. No modifications or new lines are allowed.

2. On Timecard, select the day, week, or pay period you want to enter time for.
- a) In the View field, select Daily, Weekly, or Pay period.
  - b) Click the calendar icon to select a date that is included in the day, week, or pay period.

The system displays the day you selected (View = Daily), or the beginning and end date for the week or pay period you selected (View = Weekly or Pay Period).

### 3. Enter your time.

---

**IMPORTANT** The information you are required to provide depends on the timecard display assigned to you.

---

#### **Useful tips:**

- If you expect your timecard to be almost identical to the previous pay period, you can save yourself time by copying the previous timecard into your current timecard.
  - i. On your current timecard, click the Copy Previous Timecard button.  
Copy Timecard displays the previous timecard along with the dates for the new timecards. Highlighted dates indicate that the selected assignments are not valid for these dates on the new timecard.
  - ii. If you do not want to copy the timelines with the timecard, select Delete existing timelines?
  - iii. Click Finish to copy the timecard to the pay period from which you initiated the copy.

The timecard appears with all the assignments that are valid; you'll need to specify new assignments for the blank lines.

- Depending on the Lawson applications you are integrated with, you may be asked to enter account categories and activities (Project Accounting) and/or pay codes (Payroll) for the hours that you report.

---

**IMPORTANT** If you associate any activities with any of your time lines, your timecard will need to go through the billing approval process.

---

- You can toggle between detail view and spreadsheet view.
  - To insert an entry line so you can assign more than one activity or pay code to a day, click the plus (+) icon next to the day or task.
  - You can also use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy, and the paste icon on the line you want to copy to).
  - Use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy from, and the paste icon on the line you want to copy to).
  - Use the Print button at any time to print the timecard without any of the portal frames.
4. Click the Save button to save your time.
  5. Optional. Click the Validate button to make sure your timecard does not violate established policies.

The system administrator defines policies using the Policy Editor.

6. If you are ready to submit all or part of your timecard, select one of the following operations.
  - If your timecard display lets you submit timecard lines separately (Submit check box appears for each line), check each line you want to submit and click the Line Submit button.
  - This option is most useful if you are not viewing the entire pay period and you might want to submit a biweekly pay period one week at a time).
  - If you do not have the Line Submit option and you want to submit every line that is visible on the timecard page, click the Submit button.
  - If your timecard is complete for the entire pay period and you can view the entire pay period on the page, click the Submit and Close button.
7. On Timecard Submit Confirmation, click Confirm to submit, or Cancel to not submit.

**IMPORTANT** After you submit the timecard, you can no longer change it on this page unless it is rejected. If a timecard is rejected (totally or partially), changes can be made on the timecard page to all lines (Open status) or existing lines (Closed status) as long as the “locked after days” period has not elapsed. Adding new lines to closed timecards, or making any modifications to Locked timecards requires an adjustment process. You can submit adjustments by selecting Time Adjustments in the Time region.

---

#### Entering and Submitting Proxy Timecard Data

Use this procedure to enter and submit timecard data for a resource that you are a designated proxy for.

#### **STEPS To enter and submit proxy timecard data**

1. In the Time region, select Timecard.
2. On the Region tab, select Proxy Timecard. Proxy Timecard
3. In the Filter Criteria section, select the name of the resource you want to display that appears
4. On Timecard, select the day, week, or pay period you want to enter the time for.
5. Enter the proxy time.

The information you are required to provide depends on the timecard display assigned to the resource you are entering time for.

#### **Useful tips:**

- If you expect your timecard to be almost identical to the previous pay period, you can save yourself time by copying the previous timecard into your current timecard.
  - i. On your current timecard, click the Copy Previous Timecard button.

**NOTE** The timecard display that appears is the display assigned to the “Proxy For” resource.

Copy Timecard displays the previous timecard along with the dates for the new timecards. Highlighted dates indicate that the selected assignments are not valid for these dates on the new timecard.

- ii. If you do not want to copy the timelines with the timecard, select Delete existing timelines?
- iii. Click Finish to copy the timecard to the pay period from which you initiated the copy.

The timecard appears with all the assignments that are valid; you'll need to specify new assignments for the blank lines.

- Depending on the Lawson applications you are integrated with, you may be asked to enter account categories and activities (Project Accounting) and/or pay codes (Payroll) for the hours that you report.

---

**IMPORTANT** If you associate any activities with any of your time lines, your timecard will need to go through the billing approval process.

---

- You can toggle between detail view and spreadsheet view.
  - To insert an entry line so you can assign more than one task to a day, click the plus (+) icon next to the day or task.
  - You can also use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy, and the paste icon on the line you want to copy to).
  - Use the Copy and Paste icons to copy a line to another (click the Copy icon on the line you want to copy from, and the paste icon on the line you want to copy to).
  - Use the Print button at any time to print the timecard without any of the portal frames.
6. Save or Submit the proxy timecard, as described in the previous procedure.
  7. Click the Save button to save your time.
  8. Optional. Click the Validate button to make sure your timecard does not violate established policies.

The system administrator defines policies using the Policy Editor.

9. If you are ready to submit all or part of your timecard, select one of the following operations.
  - If your timecard display lets you submit timecard lines separately (Submit check box appears for each line), check each line you want to submit and click the Line Submit button.
  - This option is most useful if you are not viewing the entire pay period and you might want to submit a biweekly pay period one week at a time).
  - If you do not have the Line Submit option and you want to submit every line that is visible on the timecard page, click the Submit button.
  - If your timecard is complete for the entire pay period and you can view the entire pay period on the page, click the Submit and Close button.
10. On Timecard Submit Confirmation, click Confirm to submit, or Cancel to not submit.

---

**IMPORTANT** After you submit the timecard, you can no longer change it on this page unless it is rejected. If a timecard is rejected (totally or partially), changes can be made on the timecard page to all lines (Open status) or existing lines (Closed status) as long as the “locked after days” period has not elapsed. Adding new lines to Closed timecards, or making any modifications to Locked timecards requires an adjustment process. You can submit adjustments by selecting Time Adjustments in the Time region.

---

## Copying a Prior Timecard or Proxy Timecard

---

You can save yourself some data entry time by copying a prior timecard or proxy timecard into another pay period.

### **STEPS To copy a prior timecard or proxy timecard**

1. In the Time region, click Prior Timecards
2. On the Region tab, click My Prior Timecards or Proxy Prior Timecards.
3. Display the timecard you want to copy.
  - If you are copying your own timecard:
    - i. In the Filter Criteria section, if needed, enter a date range applicable to the timecard you are trying to locate.
    - ii. Click Filter to display the timecard you are trying to locate.
  - If you are copying a proxy timecard:
    - i. In the Filter Criteria section, select the resource for which you are entering time.
    - ii. If needed, enter a date range.
    - iii. Click Filter to display the timecard you are trying to locate.
4. Click the Copy icon for the timecard you want to copy.

Copy Timecard appears.

5. On Copy Timecard, select the pay period you want to copy to.

The application displays the two timecards side by side. Typically, the application tries to match the first day of the new pay period with the corresponding day of the week in the prior timecard. For example, The application will match Wednesday June 16th with Wednesday June 2nd and ripple down from that point.

Dates highlighted in yellow indicate that the assignments will not be valid for the new dates.

6. Optional. If the dates displayed do not match what you want to see, select different dates. Select the first date in one of the fields, and click the Push button to have the remaining dates ripple down to the last visible date.  
If a day is blank, clicking the Push button will blank all the dates and let you start from scratch.  
Whether you accept the system defaults or you move the dates around, the system will highlight any assignments of the prior timecard that do not match your new timecard and will therefore not be copied.
7. If you do not want to copy the timelines, select "Delete existing timelines?" Only summary lines will be copied.
8. When you are satisfied with what you want to copy, click the Finish button.  
The system navigates to the selected timecard pay period. You can make changes the timecard.
9. If you do not like the resulting timecard, you can repeat the process and completely overwrite the previous copy.

## Approving Timecards or Proxy Timecards

---

---

**IMPORTANT** If your organization uses ProcessFlow, this procedure may have substantial variations.

---

Use this procedure to approve (or reject) timecards reports or proxy timecards.



**Need More Details?** Check out the following concepts:

- "What Are Time Proxies?"
- "How Does ProcessFlow Work with Time Management?"

## Approving a Timecard

Use this procedure to review and approve (or reject) a timecard.

---

**Before you start** To approve a resource's timecard, you must be designated as an approver on the resource's timecard approval route or process flow.

Timecards must have a status of Submitted to be forwarded to approvers.

---

### **STEPS To approve a timecard**

1. Access the timecard you want to approve.



---

**Before you start** If you use ProcessFlow, timecard or time record link appears under Inbox > Time > Timecards if approval is defined at the timecard level or Inbox > Time > Time Records if approval is defined at the time record level. Click the magnifying glass icon next to the link to review the timecard or time record detail in view only mode. Click the appropriate action button to approve or reject the timecard or time record. "How Does ProcessFlow Work with Time Management?"

---

- a. In the Time region select Time Approval. Timecard Approval appears with all the resources and timecard dates that are awaiting approval.
- b. In the Filter Criteria section, select any of the following criteria to display the resources and timecard dates that you want to approve or reject:

<b>Resource Name</b>	Type the name of the resource to display the timecards that match the name.
<b>Reported After</b>	Select the date to display the timecards that were submitted after the specified date.
<b>Activity Code</b>	Type an activity code to display the timecards that match the activity code.
<b>Activity Description</b>	Type an activity description to display the timecards that match the activity description.
<b>Status</b>	By default the system displays timecards that have been submitted and are awaiting approval (Submitted status). Select Approved to view only approved timecards. Select View Only to view timecards without editing them. Select Override to display timecards that are or will be routed to you and that you want to approve or reject immediately (thus overriding the routing order).

---

**NOTE** An approval route needs to be defined for this functionality to work.

---

- c. Click the plus (+) icon next to the resource and pay period you want to review for approval. The timecard detail appears.  
The approver sees the timecard in the same format as it was entered (dependent on the resource's timecard display).
2. Approve or reject the timecard.

---

**NOTE** If you use ProcessFlow, you approve or reject a timecard or a time record directly from the Inbox. There may also be other actions you are asked to perform.

---

a. To approve the entire timecard, select the Approve column heading.

-or-

To approve only some of the items, select the Approve check box for the items.

-or-

To reject the entire timecard select the Reject column heading.

-or-

To reject only some of the items, select the Reject check box for the items.

When a time approver rejects a timecard (or only some of the items), he can enter a reason in the Comment textbox.

- i. Click the balloon icon under the Comments column of the timecard (or the Comments column that corresponds to the item). The Comments window opens.
- ii. Type the reason why the timecard (or the item) was rejected.
- iii. Optional. When rejecting the entire timecard and the comment is applicable to a certain activity, choose that activity from the Activity list.
- iv. Select the comment type.
- v. Click the Save button.
- vi. Close the Comments window.

---

**IMPORTANT** Each item in the timecard must be flagged as Approve or Reject before you can save it.

---

b. Click the Save button. The timecard disappears from the page.

## Approving a Proxy Timecard

Use this procedure to review and approve (or reject) a proxy timecard.

---

**Before you start** To approve a proxy timecard, you must be a designated proxy for a designated timecard approver.

Timecards must have a status of Submitted to be forwarded to approvers.

---

### STEPS To approve a proxy timecard

1. Access the proxy timecard or time record you want to approve.

---

**Before you start** If you use ProcessFlow, the timecard or time record link appears under Inbox > Time > Proxy Time Inbox > Timecards if approval is defined at the timecard level or Inbox > Time > Proxy Time Inbox > Time Records if approval is defined at the time record level. You must choose the proxy name to view the records. Click the magnifying glass icon next to the link to review the timecard or time record detail in view only mode. Click the appropriate action button to approve or reject the time record."How Does ProcessFlow Work with Time Management?"

---

- a. In the Time region select Time Approval.
- b. On the Region tab, select Proxy Timecards. Proxy Timecard Approval appears.
- c. In the Filter Criteria section, select any of the following criteria to display the resources and timecard dates that you want to approve or reject on behalf of the selected proxy:

<b>Proxy For</b>	Required. Select the name of the proxy on whose behalf you want to approve timecard adjustments.
<b>Resource Name</b>	Type the name of the resource to display the timecards that match the name.
<b>Reported After</b>	Select the date to display the timecards that were submitted after the specified date.
<b>Activity Code</b>	Type an activity code to display the timecards that match the activity code.
<b>Activity Description</b>	Type an activity description to display the timecards that match the activity description.
<b>Status</b>	By default the system displays timecards that have been submitted and are awaiting approval (Submitted status). Select Approved to view only approved timecards. Select View Only to view timecards without editing them. Select Override to display timecards that are or will be routed to you and that you want to approve or reject immediately (thus overriding the routing order).

- d. Click the plus (+) icon next to the resource and pay period you want to review for approval. The timecard detail appears.

The approver sees the timecard in the same format as it was entered (dependent on the re

2. Approve or reject the timecard.

**NOTE** If you use ProcessFlow, you approve or reject a timecard or a time record directly from the Inbox. There may also be other actions you are asked to perform.

a. To approve the entire timecard, select the Approve column heading.

-or-

To approve only some of the items, select the Approve check box for the items.

-or-

To reject the entire timecard select the Reject column heading.

-or-

To reject only some of the items, select the Reject check box for the items.

When a time approver rejects a timecard (or only some of the items), he can enter a reason in the Comment textbox.

- i. Click the balloon icon under the Comments column of the timecard (or the Comments column that corresponds to the item). The Comments window opens.
- ii. Type the reason why the timecard (or the item) was rejected.
- iii. Optional. When rejecting the entire timecard and the comment is applicable to a certain activity, choose that activity from the Activity list.
- iv. Select the comment type.
- v. Click the Save button.
- vi. Close the Comments window.

---

**IMPORTANT** Each item in the timecard must be flagged as Approve or Reject before you can save it.

---

- b. Click the Save button. The timecard disappears from the page.  
on their associated pay period's Locked After Days value. A Locked status is different from a Closed status. A Closed status is based on a Submit and Close Action performed by a Time Reporter. Timecards that are Closed and Approved are eligible to be adjusted. The ability to adjust a timecard is not tied to any process the timecard goes through when interfaced with the Payroll application.

# Chapter 4

## Using the Most Used Work list

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This chapter describes how to maintain the most used worklist.

## Concepts in This Chapter

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The following concepts provide background and conceptual information for the procedures within this chapter.

- "What Is the Most Used Work List?"
- "What Are Self-Assigned Activities?"

### What Is the Most Used Work List?

---

The *most used work list* is a list that contains the activities you use most frequently in timecards. The values contained in this list appear in drop-down lists when the resource enters time for an activity.

The Time Management application builds your *most used work list* from the activities imported from the Project Accounting application or assigned to you in the Financial Admin region, and from the tasks you assign yourself to.

You can also add and remove self-assigned activities manually from your most used work list.

In order to be selectable on the timecard, an activity must be flagged as Display.

### What Are Self-Assigned Activities?

---

If projects are defined and maintained in the Lawson Project Accounting application, activities are triggered to the Time Management application. If the integration settings permit it, users can self-assign to activities.

There are two ways you can assign yourself to an activity.

- You can manually add an activity to your most used work list.
- When entering a timecard, you can click the magnifying glass icon next to the Assignment/Activity field and search for the activity you want to assign yourself to.

---

**IMPORTANT** If you use the Lawson Project Accounting application to define and maintain your projects, the activities in the work list are all imported from Project Accounting. You can self-assign to an activity only if the integration settings (defined by the system administrator) allow users in the application to self-assign to Project Accounting activities). If you use a non-Lawson project management system, the system administrator can define activities in the Financial Admin region and make these activities self-assignable.

---

## Procedures in This Chapter

---

This section includes the following procedures

- "Maintaining the Most Used Work List"

## Maintaining the Most Used Work List

---

Use this procedure to maintain the most used work list.

The most used work list contains the activities most frequently associated with your timecards.

Activities can be imported from the Lawson Project Accounting application or defined in the Financial Admin region by a system administrator.

The system builds the list automatically with activities that you are assigned to and activities that you self-assign to any time you select an activity on your timecard that does not already appear on the list. However, you can also add or remove self-assigned items manually from the list. Whatever appears on the list and is flagged as Display will be selectable in drop-down lists.



**Need More Details?** Check out the following concepts:

- "What Is the Most Used Work List?"
- "What Are Self-Assigned Activities?"

### STEPS To assign yourself to an activity

---

**IMPORTANT** Adding an activity to your work list is equivalent to assigning yourself to that activity. If your configuration imports tasks Project Accounting, your site must be set to allow self-assignment of AC activities. If the activities are defined in the Financial Admin region, you can only self-assign to activities defined to allow self-assignment.

---

1. In the Time region, select Work List. Most Used Work List appears.
2. To add more activities to the list, click the Add button.
3. On Select an Activity, check any of the activities you want to add to the list.
4. Click Save to add the activities to the most used work list.
5. On Most Used Work List, control which activities can be selected (drop-down list) by selecting or deselecting the Display check box.

### STEPS To remove an activity from your most used work list

---

**NOTE** Removing an activity from the list does not remove it from the system. You will be able to reassign yourself to the activity again if necessary. The system does not let you remove current activities against which time or expenses have already been reported.

---

1. Click the Delete icon next to the assignment you want to remove.
2. On Assignment Delete select the Check to Confirm check box and choose the Delete button.



# Chapter 5

## Maintaining Time Proxies

---

This chapter describes how to assign proxies that can enter or approve timecards on your behalf.

## Concepts in This Chapter

---

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What Are Time Proxies?"

## What Are Time Proxies?

---

A time proxy is a resource that enters or approves timecards on another resource's behalf for a specific period of time.

Registry settings let the system administrator determine for the entire organization whether resources can assign proxies to enter or approve timecards on their behalf. The Create Time Proxies bookmark appears in the Time region only if resources are allowed to create time proxies. The system administrator can always assign time proxies on behalf of any resource in the System Admin region.

The same proxy can be assigned to both enter and approve timecards on behalf of another resource. However, each role requires a separate assignment.

A resource can assign a proxy to enter time either for a date range or for a specific pay period.

A resource can assign multiple proxies for the same period range.

A resource can also authorize a proxy to enter time for the selected date range or pay period at a time outside the date range or pay period.

For example, If the resource selects this option, the proxy could enter time in February for a January pay period.

## Procedures in This Chapter

---

This section includes the following procedures

- "Defining, Maintaining, or Deleting Time Entry Proxies"
- "Defining, Modifying, or Deleting Time Approval Proxies"

## Defining, Maintaining, or Deleting Time Entry Proxies

---

Use the procedures in this section to maintain proxies that can enter and submit timecards on your behalf.

---

**Before you start** Registry settings let the system administrator determine for the entire organization whether you can self-assign proxies in the Time region. The Create Time Proxies bookmark appears in the Time region only if you are allowed to self-assign time proxies.

The system administrator can always assign time proxies on behalf of any resource in the Time Admin region.

---



**Need More Details?** Check out the following concepts:

- "What Are Time Proxies?"

This section includes the following topics:

- "Defining a Single Time Entry Proxy"
- "Defining Multiple Time Entry Proxies"
- "Viewing or Modifying a Time Entry Proxy"
- "Deleting a Time Entry Proxy"

## Defining a Single Time Entry Proxy

Use this procedure to define a single time entry proxy.

### **STEPS To define a single time entry proxy**

1. In the Time region, select Create Time Proxies. Time Entry Proxy List appears.
2. On Time Entry Proxy List, click the Add button to access Time Entry Proxy Add.
3. On Time Entry Proxy Add, consider the following fields.

#### **Proxy**

Required. Click the magnifying glass icon to locate and select the resource you want as a proxy.

---

<b>Beginning Time Line Date</b>	Start of active proxy time frame.
<b>Ending Time Line Date</b>	End of active proxy time frame
<b>Pay Period</b>	Optional. If you do not enter dates, you must select a pay period for which the proxy is in effect. If you select a pay period, you cannot enter a begin or end date.
<b>Access outside date range</b>	Indicate whether the proxy can enter time for the selected date range or period even outside of the date range or period. The default is No. If you select Yes, a proxy could, for example, enter time for you in February for a January pay period (assuming that is the pay period you assigned the proxy for).

4. Click Save to save the proxy and return to the proxy list, or click Add+ to save the proxy and define another proxy.

## Defining Multiple Time Entry Proxies

Use this procedure to define multiple time entry proxies.

### STEPS To define multiple time entry proxies at a time

1. Access Time Entry Proxy Add.
  - a. In the Time region, click Create Time Proxies. Time Entry Proxy List appears.
  - b. On Time Entry Proxy List, click the Multiple Add button. Time Entry Proxy Add (Add Multiple Proxy) appears.
2. On Time Entry Proxy Add, consider the following fields.

<b>Proxy</b>	Required. The resource or resources who are going to enter time on your behalf. Click the magnifying glass icon In the pop-up box, use the Filter Criteria section to display the resources you want to select, and click Filter. Select the resources. Click Add+ to save the resources and locate some more resources. or If you have selected all the resources you need, click Add to place the resources in the Proxy field.
--------------	--

<b>Beginning Time Line Date</b>	Start of active proxy time frame.
<b>Ending Time Line Date</b>	End of active proxy time frame

**Access outside date range** Permits the Proxy By to act as a proxy outside of the date range or pay period.

5. Save the Proxy assignment.
  - To save the proxy, click the Save button.
  - or—
  - To save the proxy and clear the fields for another proxy, click the Add+ button.

The system creates a proxy for each proxy resource that you selected.

## Viewing or Modifying a Time Entry Proxy

Use this procedure to view or modify a time entry proxy.

### STEPS To view or modify a proxy

1. On Time Entry Proxy List, click the proxy name to access Time Entry multiple proxies one Proxy Update.
2. On Time Entry Proxy Update, modify any of the fields, including the proxy whether the proxies name, and click Save.

## Deleting a Time Entry Proxy

Use this procedure to delete a time entry proxy.

### STEPS To delete a time entry proxy

1. On Time Entry Proxy List, select the Delete check box for each proxy you want to delete and click the Delete button.

A dialog box prompts you to confirm whether you want to delete the selected proxies.

2. Click OK to confirm the delete operation.

or

Click Cancel to abort the delete operation.

## Defining, Modifying, or Deleting Time Approval Proxies

---

Use the procedures in this section to maintain proxies that can approve timecards on your behalf.

---

**Before you start** Registry settings let the system administrator determine for the entire organization whether you can self-assign proxies in the Time region. The Create Time Proxies bookmark appears in the Time region only if you are allowed to self-assign time proxies.

The system administrator can always assign time proxies on behalf of any resource in the Time Admin region.



**Need More Details?** Check out the following concepts:

- "What Are Time Proxies?"

This section includes the following topics:

- "Defining a Single Time Approval Proxy"
- "Defining Multiple Time Approval Proxies at a Time"
- "Viewing or Modifying a Time Approval Proxy"
- "Deleting a Time Approval Proxy"

## Defining a Single Time Approval Proxy

Use this procedure to define a single time entry proxy.

Use this procedure to define a source that can approve timecards only on our behalf.

### STEPS To define a single time approval proxy

- 1 In the Time region, select Create Time Proxies. Time Entry Proxy List appears.
- 2 On the Region tab, select Timecard Approval Proxy. Time Approval Proxy List appears.
- 3 On Time Approval Proxy List, click the Add button to access Time Approval Proxy Add.
- 4 On Time Approval Proxy Add, consider the following fields.

<b>Proxy</b>	Required. Click the magnifying glass icon to locate and select the resource you want as a proxy.
<b>Start Date</b>	Required. Type or select the date that the proxy can start approving timecards on your behalf.
<b>Finish Date</b>	Optional. Type or select the last day that the proxy can approve timecards on your behalf. If you leave this field blank, the proxy is valid until you enter a finish date or delete the proxy.

5. Click Save to save the proxy and return to the proxy list, or click Add+ to save the proxy and define another proxy.

## Defining Multiple Time Approval Proxies at a Time

Use this procedure to define multiple time approval proxies at a time.

### STEPS To define multiple time approval proxies at a time

- 1 In the Time region, select Create Time Proxies. Time Entry Proxy List appears.
- 2 On the Region tab, select Timecard Approval Proxy. Time Approval Proxy List appears.
- 3 On Time Approval Proxy List, click the Multiple Add button to access Time Approval Proxy Add.

#### 4 On Time Entry Proxy Add. Consider the following fields.

<b>Proxy</b>	<p>Required. The resource or resources who are going to approve timecards on your behalf.</p> <p>Click the magnifying glass icon</p> <p>In the pop-up box, use the filter Criteria section to display the resources you want to select, and click Filter.</p> <p>Select the resources.</p> <p>Click Add+ to save the resources and locate some more resources.</p> <p>Or</p> <p>If you have selected all the resources you need, Click Add to place the resource in the Proxy field.</p>
<b>Start Date</b>	<p>Required. Type or select the date that the proxy can start approving timecards on your behalf.</p>
<b>Finish Date</b>	<p>Optional. Type or select the last day that the proxy can approve timecards on your behalf.</p> <p>If you leave this field blank, the proxy is valid until you enter a finish date or delete the proxy.</p>

#### 5. Save the Proxy assignment.

- To save the proxy, click the Save button. –or –
- To save the proxy and clear the fields for another proxy, click the Add+ button.

The system creates a proxy for each proxy resource that you selected.

## Viewing or Modifying a Time Approval Proxy

Use this procedure to view or modify a time approval proxy.

### **STEPS To view or modify a time approval proxy**

- 1 On Time Approval Proxy List, click the proxy name to access Time Approval Proxy Update.
- 2 On Time Approval Proxy Update, modify any of the fields, including the proxy name, and click Save.

## Deleting a Time Approval Proxy

Use this procedure to delete a time approval proxy.

### **STEPS To delete a time approval proxy**

1. On Time Approval Proxy List, select the Delete check box for each proxy you want

to delete and click the Delete button.

A dialog box prompts you to confirm whether you want to delete the selected proxies.

2. Click OK to confirm the delete operation. or Click Cancel to abort the delete operation.



# Chapter 6

## Viewing and Managing Absence Balances

---

This chapter is relevant only if your Time Management application uses the Human Resources and Payroll applications with integrated Time Accrual (Lawson 8.0.3 applications) or Absence Management (Lawson 8.1.0 and 9.0.0 applications) or Government Human Resources System (GHRIS).

If you are interfaced with Lawson Absence Management or GHRIS, in addition to being able to view your absence balances, you can also submit absence requests in the Time Management application. If you are on an approval routing list for Absence Management, you can also approve (or reject) absence requests in Time Management.

## Concepts in This Chapter

---

The following concepts provide background and conceptual information for the procedures within this chapter

- "What is Absence Management?"

## What is Absence Management?

---

---

**Before you start** The standard Absence Management functionality is available for organizations that use the Lawson 8.1.0 or 9.0.x Human Resources and Payroll applications with integrated Absence Management. **Note:** Lawson Time Management is integrated with GHRS at the State of New Hampshire.

---

The Lawson Absence Management and GHRS applications are an absence tracking application that allows organizations to manage, track, and report vacation and sick plans, as well as leave of absences. Absence Management provides:

- Flexible, rules-based plans and calculation methods
- Automated employee plan enrollment and terminations
- Absence trend analysis
- FMLA tracking
- Attendance tracking

At a high level, you create absence plans based on rules and calculations that determine enrollment requirements, length of service, limits, and so on. You can base each plan on numbers of hours worked or on cycles such as month, weekly, or yearly. Employees can be enrolled automatically or manually. You can transfer employees from one plan to another plan.

Lawson Absence Management requires the Lawson Human Resources application and the Lawson Payroll application to integrate with the Time Management application. Integration with payroll applications includes both Lawson Payroll and GHRS and the integration provides:

- Automatic time record updates from Payroll time record programs.
- Time record edits against negative plan balances.
- Print absence plan balances on employee paychecks.
- Create time records for plan payouts.

When integrated with the Time Management application, the Absence Management application triggers or interfaces absence plan and absence balance data to Time Management.

When an employee submits an absence request in Time Management and that absence request is approved, the absence is automatically recorded on the appropriate timecard. The employee can remove or change the absence information on the timecard; otherwise the timeline for the absence is automatically approved when the timecard is submitted. When the pay period containing the absence is interfaced to the Payroll application and payroll is processed, the absence balances are updated in Absence Management.

All Payroll and Absence Management setup data must be defined in the Human Resources, Payroll, and Absence Management applications (GHRS & Lawson)

If an absence request approval route is required, the system administrator must

make sure to assign one at the employee group or employee level. Absence request routes are defined in the same way as time entry or time approval routes.

## Procedures in This Chapter

---

This section includes the following procedures.

- "Managing Absences"

## Managing Absences

---

The Lawson Time Management application can integrate with the Lawson Absence Management and the State of New Hampshire GHRIS applications to let users monitor their absence balances and request absences.

The Time Management users can perform the following procedures:

- Viewing Absence Balances for Self or Proxy.
- "Submitting an Absence Request"
- "Updating or Deleting an Absence Request"
- "Approving or Rejecting an Absence Request or Proxy Absence Request"

### Viewing Absence Balances for Self or Proxy

Time reporters have access to their current absence balances.

#### **STEPS To view absence balances for self or proxy**

1. In the Time Region click Absence. Your personal balances display by default (My balances link)
2. Optional, To view balances for a proxy:
  - a. On the Region tab, click Balances Proxy
  - b. In the Filter Criteria section, select the name of the personal you are proxy for and click Filter.
3. On Absence Plan Balances, consider the following fields

#### **Reserved**

This field is triggered from the Absence Management application. It displays the number of Reserved hours in the application as of the displayed date.

The reserve balance represents earned absence hours that are not affected by limit rules, but can be used by employees only as designated by the reason code. For example, an organization that changes the way it computes sick time, could put in reserve hours earned under the old plan to be used only under certain circumstances.

<b>Available</b>	This field is triggered from the Absence Management application. It displays the number of available absence hours in the application as of the displayed date. This number can include carryover hours from the previous years as well as hours accrued in the current year.
<b>Pending</b>	This field is maintained in the Time Management application and applies to the current period. Pending hours represent absences that have been requested but are not yet approved.
<b>Approved</b>	This field is maintained in the Time Management application and applies to the current period. Approved hours represent approved absences for the current pay period.
<b>Rejected</b>	This field is maintained in the Time Management application and applies to the current period. Rejected hours represent absences that were requested and rejected in the current pay period.
<b>Reported</b>	This field is maintained in the Time Management application and applies to the current period. Reported hours represent absences that have been reported on the period's timecard.
	<b>NOTE</b> Approved absence requests are automatically entered on the appropriate timecards.
<b>Balance</b>	This field is maintained in the Time Management application and applies to the current period. Balance represents the available hours as of the end of the pay period, as computed by the Time Management application.

4. Optional. To view future already submitted absence requests applying to a later pay period, click the Future link.

The system displays absences requested and approved after the current pay period. Click the Back button to return to the previous page.

5. Optional. To request an absence:

- a. On Absence Plan Balances, click the Request link to access Absence Request Add.

**IMPORTANT** You must use this method to submit a proxy absence request.

or

On the Region tab, click Absence Requests.

- b. Submit your request. For more information, see "Submitting an Absence Request"

## Submitting an Absence Request

Time reporters can request time off. Approved time requests are entered automatically on the appropriate timecard.

### STEPS To submit an absence request

1. In the Time region, click Absence
2. On the Region tab, click Absence Requests. Absence Request Update appears.
  - To view existing absence requests, select a time range in the Filter Criteria section and click Filter.
3. On Absence Request Update, click the Add button.
4. On Absence Plan Selection List, click the Select button for the plan you want to request an absence for.  
Absence Request Add appears. Absence Management
4. On Absence Request Add, consider the following fields.

<b>Date</b>	Type or select the date of the absence.
<b>Request Hrs In/Out</b>	Type the Start and Finish Hours and Minutes In for the absence.
<b>Name</b>	Type a name for the absence request.
<b>Comments icon</b>	Click the balloon-shaped comments icon to open a comments dialog. Select Private if you do not want the comments to be interfaced to Lawson applications.
<b>Description</b>	Type a description for the absence request.
<b>Overwrite Timecard</b>	Select this field if you want the timeline for the Absence to overwrite an existing timeline for the corresponding day on the timecard.  If you do not select this field, an additional timeline is created on the corresponding timecard if one already exists.

6. Submit the absence request.



**CAUTION** You cannot change or delete an advance request after it has been submitted.

- If you do not need to review and modify your request, you can submit the absence request immediately:
  - i. Click the Submit button.
  - ii. On Absence Request Submit Confirmation, click the Confirm button.
- If you want to review and possibly change your request before submitting it:
  - i. Click the Save button. Absence Request Update appears.
  - ii. Use the Filter Criteria section to display the requests you just defined.
  - iii. Optional. Change or delete request items. For more information, see "Updating or Deleting an Absence Request"

- iv. Select the Submit check box for each absence line you want to submit and click the Submit button.
- v. On Absence Request Submit Confirmation, click the Confirm button.

## Updating or Deleting an Absence Request

You can modify or delete not submitted absence requests. You can only delete rejected absence requests.

### STEPS To modify an absence request

1. In the Time region, click Absence.
2. On the Region tab, click Absence Requests. Absence Request Update appears.
3. To display the absence requests you want to modify, select an absence plan and/or a time range in the Filter Criteria section and click Filter.
4. On Absence Request Update, change any or all of the following items:
  - The date of the request
  - The number of hours
  - The comment text
5. Click the Save button to save your changes.

### STEPS To delete an absence request

1. In the Time region, click Absence.
2. On the Region tab, click Absence Requests. Absence Request Update appears.
3. To display the absence requests you want to modify, select an absence plan and/or a time range in the Filter Criteria section and click Filter.
4. On Absence Request Update, click the Delete icon for the absence request you want to delete.
5. On Absence Request Delete, select the Check to Confirm check box and click the Delete button.

## Approving or Rejecting an Absence Request or Proxy Absence Request

---

**IMPORTANT** If your organization uses ProcessFlow, this procedure may have substantial variations.

---

---

**Before you start** To approve an absence request you must be a designated approver on the resource's approval request approval route or process flow or be the designated proxy for a designated approver.

---

 **Need More Details?** Check out the following concepts:

- • "How Does ProcessFlow Work with Time Management?"

**STEPS To approve an absence request or proxy absence request**

1. Access the absence request or proxy absence request you want to approve.

---

**Before you start** If you use ProcessFlow, the absence request links appear under Inbox > Time > Absence Requests or Inbox > Time > Proxy Time Inbox > Absence Requests. Click the magnifying glass icon next to the link to review absence request detail in view only mode. Click the appropriate action button to approve or reject the time record."How Does ProcessFlow Work with Time Management?"onpage26

---

- a. In the Time region click Time Approval.
- b. On the Region tab, click Absence Requests to view that you are approver of.

or

Click Proxy Absence Requests to view the requests that you can approve on behalf of another approver.

2. On the Region tab, click Absence Requests to view that you are approver of.

or

Click Proxy Absence Requests to view the requests that you can approve on behalf of another approver.

3. Use the Filter Criteria section to display the absence requests you want to review. Consider the following fields:

<b>Proxy for</b>	Required for proxy absence requests. Select the name of the approver that you are proxy of.
------------------	---

---

<b>Resource Name</b>	Type a full or partial resource name to display only that resource's absence request.
----------------------	---

---

<b>Approval Type</b>	Select the type of absence request you want to view. The default is Normal.
----------------------	---

---

<b>Date Range</b>	Type or select a date range for the absence requests you want to view. Absence requests are dated by the date for which an absence is requested.
-------------------	--

---



4. Click Filter to display the absence requests you want to approve or reject.
5. To view an absence request detail, click the date on the absence request line.
6. To approve an absence request, click the Approve button.

---

**NOTE** If you use ProcessFlow, you approve the absence request directly from the Inbox.

---

The absence request disappears from the approval list and is entered as a line on the appropriate timecard. It also appears as Reported on Absence Request Update.

7. To reject an absence request, click the Reject button.

---

**NOTE** If you use ProcessFlow, you reject the absence request directly from the Inbox.

---

The absence request disappears from the approval list and appears as Rejected on Absence Request Update. You can then delete the rejected absence request.

## Appendix A:

### NHFIRST Lawson Time Management GHRIS processing

NHFIRST Lawson Time Management is designed to and encourages ease of use to the Time Reporter. This goal can at times conflict with other business requirements to support proper accounting. When a cost center (org) needs to be different than the home cost center (org) this requires a manual intervention or override.

Global Human Resources System (GHRIS) currently has a constraint whereby if you just wanted to change the cost center to a different one you must select the full accounting string. This includes the Fund, Agency, Cost Center (org), Object, and Object class. Requesting a Time Reporter to understand and apply this accounting string when he/she needs to override the accounting unit does not scale and has high risk of error.

Therefore, the NHFIRST Lawson Time Management Interface will by design create suspended transactions into GHRIS:

The following three transactions will be suspended and rejected; all other transactions will be released and approved.

- Transactions that would create negative leave balances where employees do not have enough hours accrued for a specific leave code.
- Transactions that have a cost center override applied
- Transactions with Worker Compensation Pay codes

The interface export transfer will be processed on the Tuesday prior to the first run of the Payroll process. The figure on the following page further describes the interface timing and some of the control points.

Additionally a series of screenshots precede this paragraph to describe what suspended transactions will look like in GHRIS and the steps to process them to the current pay period. To assist you in identifying these transactions weekly reports will be scheduled and run itemizing these transactions to help you process these correctly into GHRIS.

### NH FIRST Process for a Single Pay Period



**P1:** GHRs Payroll Cycle  
**S1:** GHRs 1<sup>st</sup> Supplemental  
**S2:** GHRs 2<sup>nd</sup> Supplemental

		Period to be Paid										Processing Period										
Activities																<i>The Period is Closed in NH FIRST for Timecards when interface is processed</i>						
		Employees and Managers are able to Input, Save, Submit and Approval Time cards for the current Pay Period:  <i>Employees can Input , Save and Alter Timecards prior to Submitting them for Approval – in NH FIRST</i> <i>Managers can Audit, Approve, Reject and Input/Alter via Proxy prior to Approval – in NH FIRST</i> <i>HR/Payroll Administrators can Audit, and Approve, Reject and Input/Alter all via Proxy – in NH FIRST</i>										<i>Employees cannot input or adjust timecards <u>for the Period.</u></i>  <i>Managers can Audit– in NH FIRST</i>  <i>HR/Payroll Administrators can Audit, Reject and make Corrections all via Proxy – in NH FIRST</i>					<i>NH FIRST data has uploaded to GHRSS creating CPER &amp; CLEV transactions– some of which may suspend requiring correction in GHRSS.ons</i>  <i>HR/Payroll Administrators can Audit, Correct and reprocess in GHRSS using the standard Supplemental 1 and Supplemental 2 cycles.</i>					
		F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Data & Tools		Individual timecards and leave requests are always viewable in NH FIRST (Current & Historical)															P1	S1	S2			
		<i>Managers' NH FIRST approval screens list all respective employee timecards or leave requests submitted for approval. Items remain in queue until approved. Leave requests already approved are viewable from within newly received leave requests. A leave request report is under development to present a manager's employees' leave activity in a calendar format.</i>																				
		<i>Managers and HR/Payroll Administrators can run NH FIRST reports on demand: Missing Timecards, Unapproved Time, Leave Request Calendar</i>  <i>GHRSS processing and corrections following P1 GHRSS Payroll Cycle continue per GHRSS operating procedures.</i>																				

## Prototype Subject to Change

To view suspended transactions you will need to sign into GHRS with your ID and password. You will need to navigate to **SUSF**

All suspended transactions can be filtered

- **TYPE** = CPER
- **STAT** = REJECT

Click **Enter**

IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer

http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772

File Edit View Favorites Tools Help McAfee

IFS/GHRS(1) - State of New Hampshire

ACTION: s SCREEN: SUSF USERID: L078 12/06/11 01:57:18 PM  
FUNCTION: ORGN:

DOCUMENT S U S P E N S E

S	E	L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	LAST DATE	LAST USER	PROCESS DATE (YYMMDD)
			pper						reject				
			PPER	045	82336	.	.	.	ACCPT	00000	111202	BF43	
			PPER	045	82336	PPER	045	82DBEARDL	REJCT	00000	111202	BF43	
			PPER	045	82339	.	.	.	ACCPT	00000	111205	BF43	
			PPER	045	82339	PPER	045	82BRADYL	REJCT	00000	111205	BF43	
			PPER	045	82339	PPER	045	82KSARGENTL	REJCT	00000	111205	BF43	
			PPER	090	01339	.	.	.	ACCPT	00000	111205	BF43	
			PPER	090	01339	PPER	090	01MCFTRDGEL	REJCT	00000	111205	BF43	
			PPER	094	03339	.	.	.	ACCPT	00000	111205	GD29	
			PPER	094	03339	PPER	094	03AUPREYLG	REJCT	00000	111205	GD29	
			PPER	094	05028	.	.	.	ACCPT	00000	111206	G185	
			PPER	094	05028	PPER	094	05 ALLWOODHG	SCHED	0Y000	111206	G185	

MA + >> 10/073

10,73 ibm3270 2E Connected 3.0 RSA with 128-bit AES tn3270://10.11.2.97:2312

Done Internet 100%

start Training Calenda... Microsof... 2 Micr... 2 Micr... IFS/GHR... 1:58 PM

Filtered SUSF screen on only REJCT

IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer

http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772

File Edit View Favorites Tools Help McAfee

IFS/GHRS(1) - State of New Hampshire

ACTION: SCREEN: SUSF USERID: L078 12/06/11 01:56:11 PM  
FUNCTION: ORGN:

DOCUMENT SUSPENSE

S	BATCH	DOCUMENT	LAST	LAST	PROCESS						
E	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	DATE (YYMMDD)
	PPER	045	82336	PPER	045	82DBEARDL	REJCT	00000	111202	BF43	
	PPER	045	82339	PPER	045	82BRADYL	REJCT	00000	111205	BF43	
	PPER	045	82339	PPER	045	82KSARGENTL	REJCT	00000	111205	BF43	
	PPER	090	01339	PPER	090	01MCFTRDGEL	REJCT	00000	111205	BF43	
	PPER	094	03339	PPER	094	03AUPREYLG	REJCT	00000	111205	GD29	
	PPER	095	04339	PPER	095	04CRWFRDL	REJCT	00000	111205	BF43	

07-\*L008 END OF FILE

MA +

1,10 Done

ibm3270 2E Connected 3.0

100%

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This document was sent to the printer  
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Time sent: 1:56:29 PM 12/6/2011  
Total pages: 1

Type a **X** in the **SEL** column or place your curser anywhere you want to edit the selected transaction.

IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer

http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772

File Edit View Favorites Tools Help McAfee

IFS/GHRS(1) - State of New Hampshire

ACTION: s SCREEN: SUSF USERID: L078 12/06/11 02:02:15 PM  
FUNCTION: ORGN:

DOCUMENT SUSPENSE

S	BATCH	DOCUMENT	LAST	LAST	PROCESS
E	TYPE	AGCY NUMBER	DATE	USER	DATE
L	TYPE	AGCY NUMBER	DATE	USER	(YYMMDD)
	PPER 045 82339	. . .	ACCPT 00000 111205	BF43	
	PPER 045 82339	PPER 045 82BRADYL	REJCT 00000 111205	BF43	
X	PPER 045 82339	PPER 045 82KSARGENTL	REJCT 00000 111205	BF43	
	PPER 090 01339	. . .	ACCPT 00000 111205	BF43	
	PPER 090 01339	PPER 090 01MCFTRDGEL	REJCT 00000 111205	BF43	
	PPER 094 03339	. . .	ACCPT 00000 111205	GD29	
	PPER 094 03339	PPER 094 03AUPREYLG	REJCT 00000 111205	GD29	
	PPER 094 05028	. . .	ACCPT 00000 111206	G185	
	PPER 094 05028	PPER 094 05 ALLWOODHG	SCHED 0Y000 111206	G185	
	PPER 095 04339	. . .	ACCPT 00000 111205	BF43	
	PPER 095 04339	PPER 095 04CRWFRDL	REJCT 00000 111205	BF43	

MA + >> 13/073

13,73 >> ibm3270 2E Connected 3.0 RSA with 128-bit AES tn3270://10.11.2.97:2312

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In this example apply the rest of the accounting string to complete the cost center override.

IFS/GHRS(1) - State of New Hampshire - Windows Internet Explorer

http://as3270.state.nh.us:980/rweb/RWebSession.do;jsessionid=EA61347501DE53FE79E8DEC70D8F772

File Edit View Favorites Tools Help McAfee

IFS/GHRS(1) - State of New Hampshire

FUNCTION: qd DOCID: PPER 045 82KSARGENTL 12/06/11 14:03:30  
 STATUS: REJCT BATID: PPER 045 82339 ORG: 001-003 OF 003  
 PRIOR PERIOD TIMESHEET  
 EMPLOYEE ID: 002 52 1785 APPT ID: NAME: SARGENT, KATHY G  
 INPUT TOTAL: COMPUTED INPUT TOTAL:

EVENT	DT	CODE	AMOUNT	TITLE/STTL	RATE	POSITION	GRADE	STEP	SU	ID	RED	BASE	PAY
LABOR	DIST	PROF	+	OPT	FND	AGY	ORG/SUBORG	ACTV	OBJ	CLS/CD/SUB	JOB	REPT	CATG
10	13	11	REGLR	7.30	10	23	2305	0000000	018	014			
10	14	11	REGLR	37.30							N		
10	21	11	REGLR	30.00							N		

A--\*HS60-DOCUMENT MARKED FOR READ ONLY 01-A1034-EMPLOYEE NOT ELIG FOR PAY  
 02-A1034-EMPLOYEE NOT ELIG FOR PAY 03-A1034-EMPLOYEE NOT ELIG FOR PAY

MA + 11/066

11,66 ibm3270 2E Connected 3.0 RSA with 128-bit AES tn3270://10.11.2.97:2312

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